

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

☐ ACTION  
☒ NOTICE 04-18

ISSUE DATE: 07/22/2004  
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\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**To:** W-2 Agency Directors

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Plans to Provide Additional Resources to W-2 Agencies

**PURPOSE:**

This Administrator's Memo advises W-2 agency administrators of Department of Workforce Development (DWD) plans for making additional resources available for some Wisconsin Works (W-2) agencies to fulfill their 2004-2005 W-2 and Related Program Contracts and prepare to meet the needs of incoming Hmong refugees.

**BACKGROUND:**

The 2004-2005 W-2 contract period presents both challenges and opportunities for the W-2 program. While the challenges are well known—including several years of slow economic growth and the impact of welcoming several thousand Hmong refugees to our state—the opportunities are equally compelling. As an improving Wisconsin economy produces the strongest job growth in the Midwest and prompts renewed labor demand among some employers, the W-2 program is in a better position than it has been in several years to fulfill its primary mission: placing job-seekers in sustainable employment.

DWD's strategy for making the most of this opportunity is two-fold. One part of that strategy entails emphasizing the rapid workforce attachment model that has made Wisconsin a national leader in moving job seekers from welfare to work. The other part entails ensuring that, as W-2 agencies partner with DWD and individual job seekers to continue to make job placement a priority, those agencies have the resources necessary to do so.

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\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

DWD is in the process of issuing several related policy memos outlining key elements regarding the importance of connecting W-2 participants to work. These include memos affirming DWD's vision of W-2 as a workforce attachment program and detailing areas of service delivery DWD considers key to that vision, including up-front job search and employability planning, and focused Community Service Jobs. These related memos also address specific resources such as policy guidance and training, which DWD is making available.

These memos have been developed in conjunction with intensive efforts to analyze and assess emerging financial needs and challenges facing W-2 agencies. The remainder of this Administrator's Memo outlines DWD's plans for securing additional financial resources for W-2 agencies where needed as they continue to focus on rapid workforce attachment.

## **POLICY:**

### **Plan for additional contract allocations**

A rapid workforce attachment focus should enable W-2 agencies to maximize available resources. That focus may pose some challenges for those agencies now facing budgetary constraints because of the economy or unexpected demands for services.

In recognition of these potential financial challenges, DWD is taking several specific steps in the coming months to secure additional funds for W-2 agencies where needed. The funds potentially available include:

- \$11.4 million in authorized but as yet unallocated program funds; and
- \$15.7 million in funds originally appropriated for W-2 but requiring authorization by the Legislature's Joint Finance Committee for DWD expenditure; DWD expects to submit a request for such authorization in September 2004.

As these funds become available to DWD, they will be targeted for allocation to W-2 agencies as follows:

- **W-2 providers facing immediate possible shortfalls.** A statewide total of up to \$1,000,000 will be available for early access to additional funding for agencies that, based on an analysis of current trends, will face the most pressing financial challenges prior to March 31, 2005. The amount of each agency's allocation will be negotiated between that agency and DWD, based upon consideration of that agency's total current W-2 contract allocation for Benefits, Administration, and Services. DWD expects to communicate information about early access of these allocations to agencies by July 31, 2004.
- **Agencies facing a disproportionate number of Hmong arrivals.** Governor Doyle has announced that \$1 million will be available immediately to assist in the resettlement of Hmong refugees now arriving in Wisconsin. We expect to communicate information about the allocation of this funding by July 31, 2004, to individual agencies welcoming particularly large numbers of these refugees.
- **Service delivery implementation and benefits funds.** The remaining \$9.4 million of not-yet allocated W-2 funds currently accessible to DWD, as well as any or all of the \$15.7 million contingent on JFC authorization, will be available to agencies through a "request for plans" process. Agencies will be eligible to request additional funds through this process to address identified benefits shortfalls and related needs.

By August 1, 2004, DWD will provide W-2 agencies with guidelines for requesting funds through the submission of needs assessments and plans for service delivery implementation.

Agencies should be aware that while the potential funds available to agencies will be based in part on an agency's projected needs, final access to those resources will depend on agency plans to implement priority workforce attachment strategies while working within the limits of their budgets, and in part on subsequent agency success in implementing those plans and managing costs.

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